



U.S. Bankruptcy Court Middle District of Florida

CM/ECF Skills Survey

Following is a survey to help you determine if you are ready for training in CM/ECF. Any person wishing to receive training in CM/ECF needs to review and understand these basic skills since each skill is necessary to file in the court's electronic system.

1. Knowledge of using windows-based word processing software such as Corel WordPerfect or Microsoft Word.
2. Knowledge of accessing the Internet using an Internet browser such Netscape Navigator or Microsoft Internet Explorer.
3. Specific Internet browser knowledge such as:
 - ▶ Using the Forward and Back buttons
 - ▶ Bookmarking web sties
 - ▶ Typing in text boxes
 - ▶ Clicking in check boxes using a mouse
 - ▶ Downloading files
 - ▶ Printing documents
 - ▶ Using hyperlinks
4. Knowledge of finding a website by typing in an address (URL) in the Address box (Internet Explorer) or Location box (Netscape Navigator).
5. Knowledge of reading a Portable Document Format (PDF) file using Adobe Acrobat reader.
6. Knowledge of creating, scanning or printing a document into PDF format.
7. Knowledge of emailing messages outside of the office.
8. Knowledge of adding email addresses to the email system.
9. Knowledge of attaching documents to an email message.